



# Human Resources Newsletter

## April 2004 News

### What's New, What's Hot

- Reminder: Each State employee is governed by the Code of Governmental Ethics which is enforced by the Louisiana State Board of Ethics. The Ethics Code sets out standards to prevent conflicts of interest and governs various activities of State employees such as the following:
  - Acceptance of Gifts
  - Agency Contracts and Transactions
  - Employment of Family Members
  - Post Employment Restrictions
- While PPMs #8 and #9 cover DOTD-specific guidelines relating to these activities, the Ethics Board is available to issue clarifying advisory opinions on future activities/events that could appear to violate the Ethics Code. Susan Pellegrin, HR Assistant Director, is available to assist DOTD employees/managers in the interpretation/applicability of the Ethics Code and can request formal advisory opinions when necessary (ph. 225-379-1292 or [susanpellegrin@dotd.louisiana.gov](mailto:susanpellegrin@dotd.louisiana.gov)).
- **DOTD Additional Pay Tools** - Attached is a DOTD Additional Pay Tools Reference Guide to assist supervisors with pay issues. ( See Pages 3 and 4 )

### Special Events

- April 6 - HQ DOTD New Employee Orientation
- April 6 - CS Commission Meeting, 1:30 pm - Claiborne Building
- April 9 - Good Friday - Holiday
- April 11 - Easter
- April 21 - SCHR





# Human Resources Newsletter

## April 2004 News

### HR Unit Updates

#### Personal Management Unit

- A new training package is available entitled "How to Select the Best Qualified Candidate". It provides DOTD-specific information on documentation of the selection process. The training is targeted for supervisors involved in the employee selection process. District Administrators/Section Heads interested in this training may contact Ranzy Montet at 225-379-1293.
- The following forms are added to the downloadable forms on the HR web site :
  - Ranking Description Form and Applicant Evaluation Matrix: Documentation forms for the employee selection process
  - Supervisor's Accident /Incident Documentation Form: Documentation form used for serious accidents/incidents when alcohol/drug use is suspected.
- Applications for the Engineering Summer Student Program are being accepted until Friday, April 16, 2004. Because the number of vacancies available through the State is limited, applications will be processed on a first-come-first served basis. To be eligible, a student must be registered full-time with a Louisiana University and classified as a junior or senior in Civil Engineering. Students will be allowed to work a maximum of forty (40) hours per week for eleven (11) weeks from June 7 to August 20. Juniors will be paid \$7.00 per hour, and seniors will be paid \$9.00 per hour. A student employment application, SF-10D may be downloaded from the DOTD web site. Mail applications are received by April 16, 2004, to Ms. Janice Drake, Recruiting Program Manager, LA DOTD, P.O. Box 94245, Baton Rouge, Louisiana 70804-9245 or send via e-mail to [janicedrake@dotd.louisiana.gov](mailto:janicedrake@dotd.louisiana.gov).

#### Employee Relations Unit

- Anyone placed on alert for possible military deployment should open the following attachments for important information.
  - Military Service – See Page 5.
  - Military Leave Without Pay – See Page 6.
- If you have any questions, please contact Christy Smith at 225/379-1229.
- The Employees Relations Unit will provide a DOTD Retirement Workshop and FMLA Workshop for Supervisors and Employees on April 28, 2004 at District 04. The retirement workshop is by invitation only. Point of contact is Christy Smith at 225-379-1229.
- LASERS will provide a PREP TO GO SEMINAR at Headquarters, 3rd Floor Classroom, on May 25, 2004. This workshop is geared to people within five years of retirement. If you would like to attend this seminar, please contact Christy Smith at (225) 379-1229 or [christysmith@louisiana.gov](mailto:christysmith@louisiana.gov).

## DOTD ADDITIONAL PAY TOOLS (PPM #52)

*Contact Barbara Ingraham with HQ HR at (225) 379-1291 for more information or assistance.*

Problem	Solution
I can't fill a critical vacancy!	Under CS Rule 6.16.2, and with agency approval, you may offer up to a 10% base pay adjustment or lump-sum bonus to a permanent employee to accept a critical vacancy. Employee must commit to position for a minimum of 1 year. The 10% bonus is in addition to any money he/she would receive upon promotion to the position. (Refer to PPM #52 for approval process.)
I want to hire someone who is exceptionally well qualified for my vacancy; however, he/she won't come to work for the minimum starting salary.	Under CS Rule 6.5g, you may offer candidates with exceptional/extraordinary qualifications a starting salary up to the 3rd quartile of the range. No prior approvals are needed; appointing authorities may make job offers after ensuring that all policy requirements have been met. A 6.5g worksheet is available on the HR Intranet site.
One of my employees just advised me that he/she has a job offer. What can I do to retain him/her?	Under CS Rule 6.16.2, you may offer up to a 10% base pay adjustment to a <u>permanent</u> employee who has a bona fide job offer from a private or non-state public entity. You must verify the job offer and contact HR immediately who will poll SCHR members via e-mail for approval. If 10% is insufficient to match a verified job offer, DOTD may grant 10% and request an additional amount from the CS Commission.
I've advertised my vacancy several times, but am having a hard time hiring someone willing to accept the starting salary. Is there anything that can help me recruit for these positions?	First, is there a Special Entrance Rate (SER) for these positions? If not, contact HR to discuss the possibility of establishing one. If an SER already exists, there are two things you may do. 1. Request an increase in the SER. 2. Request that new hires be granted a 10% base pay adjustment upon attainment of permanent status. Both of these options require SCHR review and recommendation with final approval from the Secretary. (CS Rule 6.16.2)
I'm having a hard time retaining employees in a certain classification. Is there anything that can help me retain them?	Similar to recruiting employees, you first want to determine if there currently is an SER for these positions? If not, contact HR to discuss the possibility of establishing one. If an SER already exists, there are two things you may do. 1. Request an increase in the SER. 2. Request that employees (both permanent and probational) be granted a 10% base pay adjustment. Both of these options require SCHR review and recommendation with final approval from the Secretary. (CS Rule 6.16.2)

## DOTD ADDITIONAL PAY TOOLS (PPM #52)

*Contact Barbara Ingraham with HQ HR at (225) 379-1291 for more information or assistance.*

Problem	Solution
I need to assign additional duties to an employee, but I want him/her to receive compensation for these additional duties. Is this possible?	Under CS Rule 6.16.2, appointing authorities may request up to a 10% base pay adjustment or up to 10% lump-sum payment for performance of additional duties, either temporary or permanent. These requests require SCHR review and recommendation with final approval from the Secretary.
I have a junior or subordinate employee who is making more money than a senior or supervisory employee. Is there anything I can do to adjust the senior employee's/supervisor's salary?	Under CS Rule 6.16.2, appointing authorities may request up to a 10% base pay adjustment for a senior employee/supervisor who earns less than a junior employee/subordinate due to a specific pay adjustment granted the junior or subordinate employee. The senior employee/supervisor must possess <u>comparable credentials</u> and be <u>in the same career field</u> as the subordinate/junior employee. However, requests to adjust salaries of employees in the same <u>job title</u> will not be considered. These requests require SCHR review and recommendation with final approval from the Secretary.

Any requests for pay adjustments which exceed 10% or which are not specifically covered under PPM #52 must be approved by the Civil Service Commission. These requests are first reviewed by the SCHR for consideration and recommendation with final approval from the Secretary and then forwarded to Civil Service for placement on the next available Civil Service Commission agenda. Full written justification must accompany these requests.

### Special Entrance Rates (SER's)

DOTD has authority to establish SER's based on recruiting and/or retention difficulties. DOTD may establish SER's up to the 1st Quartile of the pay range for job titles in the AS Pay Plan, up to the 3rd Quartile for job titles in the PS Pay Plan, up to the Midpoint for job titles in the TS Pay Plan and up to the 3rd Quartile for job titles in the WS Pay Plan. DOTD may request approval of rates in excess of these limits from the CS Commission. Once an SER is established, all new hires and existing employees cannot be paid below that rate. Provided funds are available, existing employees above the SER may have their salaries adjusted by a rate not to exceed the % difference between the current starting salary and the SER. As a rule of thumb, salaries of affected employees are adjusted by 4%.

For more information about PPM #52 and available pay tools, please contact **Barbara Ingraham, HR Manager**, at (225) 379-1291 or via e-mail at [barbaraingraham@dotd.louisiana.gov](mailto:barbaraingraham@dotd.louisiana.gov).

## MILITARY SERVICE DOTD EMPLOYEE REFERENCE SHEET

### EMPLOYEE RESPONSIBILITIES

1. Provide verbal and written notice of activation to supervisor and HR as soon as practicable. Provide copy of orders to Christy Smith to update Military List.
2. Review with your district HR Analyst or your section head your leave balances and whether military leave, annual/comp leave, leave without pay or a combination thereof will be used to cover your absence.
3. Complete and sign time sheets and leave slips prior to commencement of military leave. (Copy of written orders must be submitted with time sheets.)
4. If leave without pay is involved, review the following benefits options and take appropriate actions. If employee remains on paid leave during the entire period of service (either military, annual or comp), all benefits continue and contributions to retirement, insurance and deferred compensation all continue and no further action is required by the employee.
5. Report your absence to your district HR Analyst or the person in your Section who handles your personnel work so that person may enter any required personnel actions, and provide that person with the name, address and telephone number of the person to contact in your absence regarding your benefits or employment status.

### RETIREMENT

- Review correspondence from LASERS, and if military leave without pay is required, decide if you will continue or stop contributions to LASERS, complete the attached memorandum and submit either to your DISTRICT HR Analyst or to Christy Smith at Headquarters' Human Resources. (District HR Analyst will forward to Christy Smith.)

### INSURANCE

- While on military leave without pay, employees may either cancel his/her insurance provided through DOTD or continue coverage by directly remitting his/her portion of the premium to DOTD's Insurance Section. Although employees are generally covered by military insurance while serving in the military, employees may also wish to continue State life and hospitalization insurance, depending on coverage provided by the military. Employees should contact Ms. Theresa Brian in the HQ Insurance unit in Baton Rouge at 225-379-1644 for details/instructions on remitting payments. If insurance is discontinued while on military leave without pay, employee must re-enroll within 30 days of return to work following active duty.

### DEFERRED COMPENSATION

1. While on military leave without pay, Deferred Compensation contributions cease, but will automatically restart upon return to work.
2. In the event of extenuating circumstances, employee may request a hardship refund by contacting the Deferred Compensation Office in Baton Rouge at 225-926-8082, extension 1008.

**MILITARY LEAVE WITHOUT PAY**  
**ACTIVE DUTY FORM**

MEMO TO: Christy Smith  
Human Resources Manager

This is to confirm that I will be on Military leave without pay. I understand that I may elect to continue or discontinue my portion of the contributions to the Louisiana State Employees' Retirement System (LASERS). If I elect to continue my contributions while on Military Leave, I understand that I must submit contributions based on the salary I would have received had I been working full time. I elect to:

Continue  
Contributions

Discontinue  
Contributions

I also understand that upon my return to active service with the Department of Transportation and Development (DOTD), I may elect to purchase my computed benefits, and that the purchase must be made within four (4) years of my reemployment. If I elect not to pay my portion of the contributions, I will only be entitled to receive retirement eligibility for the military time.

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Social Security Number

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Contact Name \_\_\_\_\_

Phone Numbers \_\_\_\_\_

\_\_\_\_\_